

MONTANA ONE-STOP CERTIFICATION CRITERIA

In order to be considered for certification as a local Workforce Investment Act (WIA) One-Stop System, a Business Plan must be submitted by the Local Community Management Team (CMT) to the State Board for approval.

In addition, at least 80 % of the following criteria must be met, and a plan must be in place to meet the remaining 20 % within 90 calendar days from the date of certification:

1. At a minimum, a One-Stop system must provide the core services specified in WIA section 134(d)(2), and must provide access to other programs and activities carried out by the One-Stop partners; additional partners may be required under the Act or the Business Plan, or voluntarily incorporated.

Co-location of programs is encouraged to the extent possible. Once a site is established, the site must utilize the term “One-Stop” as the common identifier. When selecting the site location, consideration must be given to customer accessibility.

2. A Consortium Agreement (CA) must detail management of the One-Stop and is to be reviewed, and if necessary revised, upon a change in key staff.
3. Co-located and off-site partners must have a Memorandum of Understanding (MOU) describing the services to be provided through the one-stop delivery system; how the costs of such services and the operating costs of the system will be funded; methods for referral of individuals between the one-stop operator and the one-stop partners, for the appropriate services and activities; and the duration of the memorandum and the procedures for amending the memorandum during the term of the memorandum as well as the roles and responsibilities of each partner at the site.
4. All collaborating partners, those on and off site, must have the appropriate staff trained in the services provided by other partners, know who the contact person for each partner is, and can seamlessly refer clients or participants to the appropriate entity within each partner program.
5. Hotelling space must be made available at the site for visiting partner programs whenever feasible.
6. All partners, those on and off site, must have a resource area available to customers that is staffed, has information on all partners in the local system, and meets customer needs.
7. The site used for co-location must be accessible for those with disabilities and those who speak languages other than English.